



CAREER EXECUTIVE ASSIGNMENT

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DEPARTMENT: CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

POSITION TITLE: CEA 2, ASSISTANT DEPUTY DIRECTOR
CHILDREN AND FAMILY SERVICES DIVISION

SALARY: \$7815 - \$8616

FINAL FILE DATE: NOVEMBER 17, 2008

DUTIES AND RESPONSIBILITIES

Under the general direction of the Deputy Director of the Children and Family Services Division, the CEA 2 is responsible for a complex management function with significant statewide impact.

The CEA 2 co-directs the formulation, implementation and administration of the programs, policies and procedures and provides overall direction to the Children and Family Services Division of the Department. The incumbent coordinates multi-branch policies and procedural activities within the Division including oversight of the legislative process to ensure that strategic initiatives are addressed and met; streamlines processes and procedures to avoid overlap and duplication of effort; initiates and coordinates communication methods and guidelines to ensure that the flow of information through the Division is unimpeded; acts as team leader with Branch Chiefs in developing the content of reports and internal administrative matters including budget change proposals and assuring the completion of them; oversee adverse personnel actions and competitive procurement of goods and services; and functions as the acting Deputy Director when the Deputy Director is out of the office.

EXAMINATION INFORMATION

The examination process will consist of a screening committee established to screen the application and one-page statement of qualifications. The minimum qualifications and desirable qualifications listed on this bulletin will be used to screen the application and one-page statement of qualifications. Therefore, it is critical that each applicant includes specific information on how his/her background, knowledge, and abilities meet the minimum qualifications and desirable qualifications. Based on the screening committee's evaluation of the competitive group, interviews will be conducted with the most qualified candidates.

SEE NEXT PAGE FOR ADDITIONAL INFORMATION

EXAMINATION INFORMATION (CONTINUED)

A qualifications appraisal panel will ask qualified applicants a number of predetermined job-related questions. It is anticipated that examination interviews may be held during **November/December**. Candidates will be ranked competitively, and each candidate shall be notified in writing of his/her examination results. The results of this examination may be used to fill subsequent vacancies for this position within twelve months or longer, or a new examination may be scheduled. Candidates in the top three ranks may be invited to a hiring interview.

MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

DESIRABLE QUALIFICATIONS

Applications will be screened on the basis of knowledge, experience, and potential to meet the following desirable qualifications:

- a. Knowledge of policy governing the administration of all programs of the Children and Family Services Division.
- b. Knowledge of state budgetary, personnel, contracting, and departmental administrative practices.
- c. Knowledge and experience with the legislative process including writing, editing, and reviewing legislation.
- d. Ability to manage a large, complex, statewide multi-program organization located in many offices around the state.
- e. Ability to conceptualize policies and solutions to operational problems in a manner consistent with the best interests of vulnerable children, families, and the public economy.
- f. Ability to represent the Department with other departments and branches of state government, with local and Federal officials, and to testify effectively before the State Legislature and Congress.
- g. Ability to communicate effectively at the highest level.
- h. Ability to deal effectively with both broadcast and print media on sensitive and controversial issues.

In addition, applicants must demonstrate the ability to perform high-level administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

DESIRABLE QUALIFICATIONS (CONTINUED)

- (1) Knowledge of the organization and functions of California State government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the Department's Equal Employment Opportunity objectives; and a manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity objectives.
- (2) Ability to plan, organize and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationship with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's Equal Employment Opportunity objectives.

The knowledge and abilities indicated above for the **CEA 2** level are expected to be obtained from the following kinds of experience which may have been paid or volunteer, in State service, other government settings, or in a private organization:

Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

FILING INFORMATION

All interested applicants must submit:

1. An original Application for Examination (STD 678), specifying which examination you are applying. List the civil service classifications and dates of experience, **and**
2. A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's education and experience that would qualify him/her for this position, related to the Minimum Qualifications, Knowledge and Abilities, and Desirable Qualifications. The Statement of Qualifications must be **no more than one-page in length**.

APPLICANTS WHO FAIL TO SUBMIT A ONE-PAGE STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION. RESUMES ARE OPTIONAL AND DO NOT TAKE THE PLACE OF THE ONE-PAGE STATEMENT OF QUALIFICATIONS.

Submit these documents to: ***California Department of Social Services
Personnel Bureau, Exam Unit
744 P Street, MS 8-15-59, Room 1559
Sacramento, CA 95814***

Applications must be postmarked **no later than** the final file date of **November 17, 2008**. Applications postmarked, personally delivered, or received via interoffice mail after the final file date will not be accepted for any reason.

Questions concerning the exam process should be directed to Lisa Hudson, at (916) 657-3473.

Questions regarding the position should be directed to Laurie Mosher, at (916) 651-8105.